

RUNNING THE HHS COURSE CATALOG REPORT

This tip sheet will guide approvers through the task of running the “HHS Course Catalog Report.” This report allows a LMS Administrator to pull a Course Catalog by Domain, Course Title, Category, Delivery Type (Instructor-led or Web-based), Competency, and/or job.

One important use for this report is to create the current Course Catalog for all of the free Skillsoft online training courses that are available in the LMS. This can be done by selecting the “HHS Common” domain, and select the delivery type of “Web-Based”.

To run the “HHS Course Catalog Report”:

1. Log on to the LMS.

NOTE: For instructions about logging on, see LMS tip sheet *TS02-L: Employee Log On*.

2. Select the **People Administration** role from the **Go To:** drop-down menu.
3. Click the **Reports** tab.

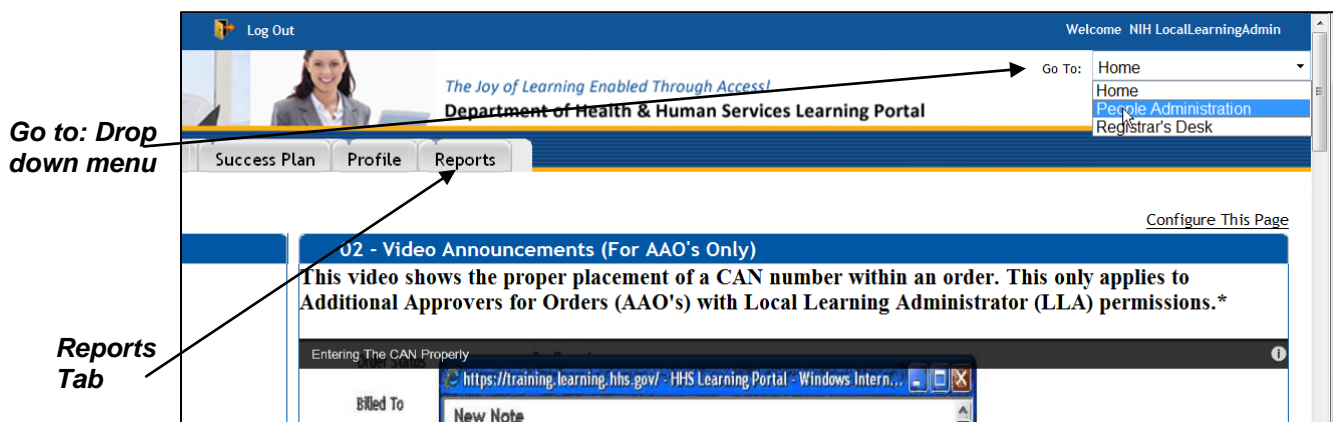


Figure 1: LMS Main page

4. Enter “**HHS Course Catalog**” in the **Name** field and click **Search**.
5. In the Reports table, locate the “HHS Course Catalog Report” and position your cursor over the **Actions** link to activate a pop-up menu.

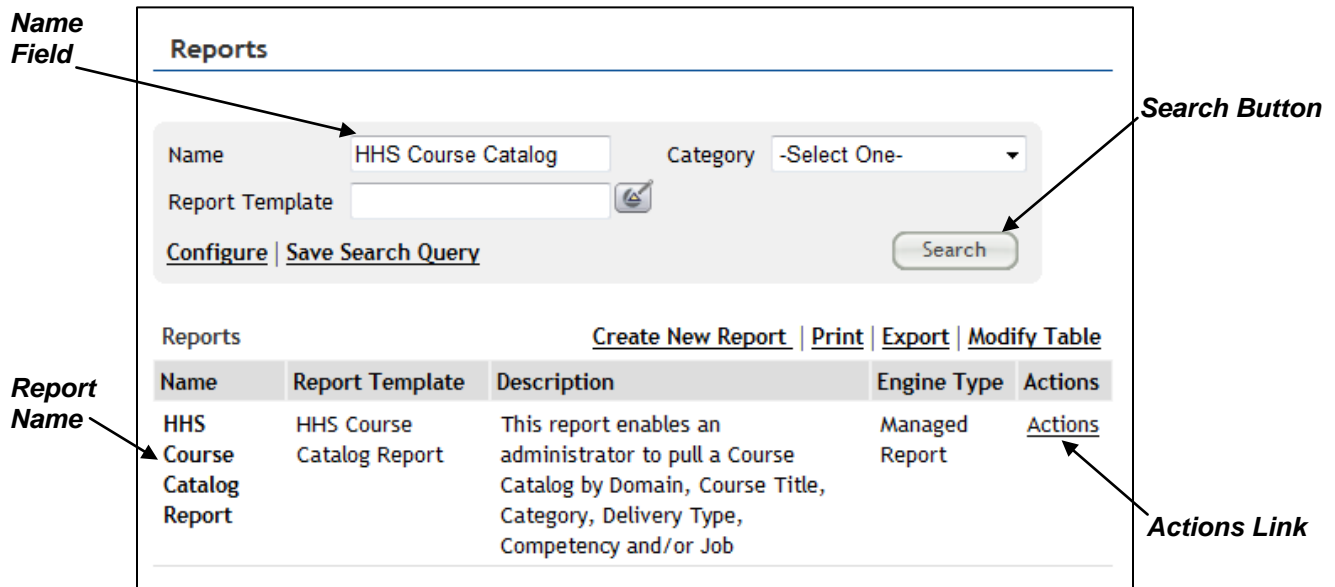


Figure 2: Reports Tab

6. Click **Execute** from the Actions link pop-up menu to generate the report.

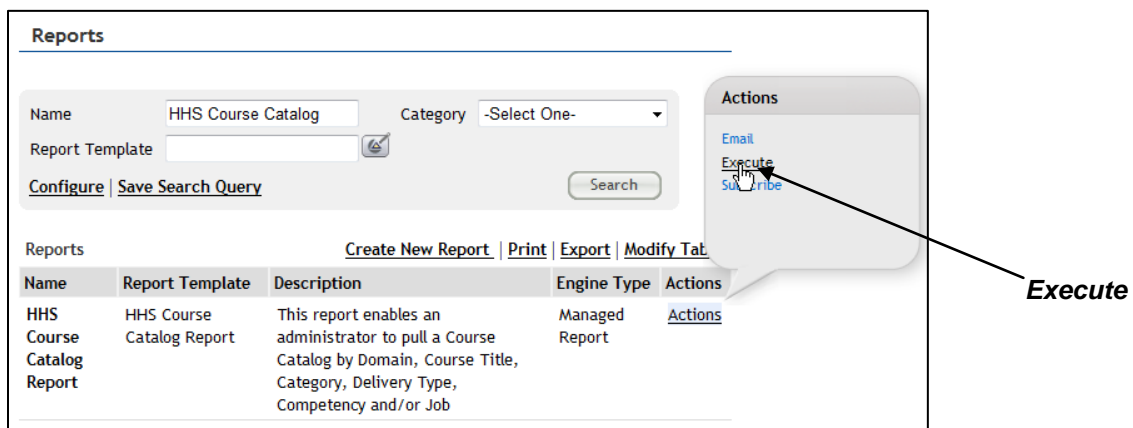


Figure 3: Actions Link Pop-up Menu

7. On the Report Parameters screen, click on the **Domain** icon and then **Search** for the domain that you want to run the Course Catalog from. Domains that can be entered are: HHS Common, NIH Common, NIHTC, CIT, CC, ORS, and NIAID
8. Select the **Delivery Type** to pull either **All**, **Instructor-Led** or **Web-Based** courses.
9. Click on **Generate Report**.

Report Parameters - HHS Course Catalog Report


Domain*	HHS Common	
Course Title		
Category		
Competency Name		
Delivery Type	Web-Based	
Keyword		
Display Course URL	<input type="checkbox"/>	

Generate Report **Cancel**

Domain Icon
Delivery Type
Generate Report

Figure 4: Report Parameters - HHS Course Catalog Report

10. The HHS Course Catalog Report is generated.



Course Catalog Report

Domain: HHS Common
 Course Title: N/A
 Category: N/A
 Competency Name: N/A
 Keyword:

Course Title	Course ID	Description	Category	Competency	Delivery Type	Domain	Open Offering
NET Overview: Windows, Web, and the Cloud	SD_MNOV_A01_JT_ENUS	The Microsoft .NET Framework can be defined as an environment for developing, deploying and	Software Development Solution Area, IT Professional Curricula, Microsoft		Web-Based	HHS Common	Yes
4G Communication Systems	219523_ENG	To explain the elements of 4G communication systems.	SkillsSoft Online, Wireless Communications, IT Professional		Web-Based	HHS Common	Yes
4G Implementations	221229_ENG	To outline 4G wireless networks and applications.	SkillsSoft Online, IT Professional Curricula, Internet and Network Technologies		Web-Based	HHS Common	Yes
A+ Essentials 2009: Computer Hardware Components	CS_APET_A01_IT_ENUS	The IT industry has grown by leaps and bounds, but the backbone of that work has always remained the	IT Professional Curricula, 220-701 CompTIA A+ Essentials, CompTIA		Web-Based	HHS Common	Yes
A+ Essentials 2009: Configuring Displays, Peripherals, Laptops, and Printers	CS_APET_A02_IT_ENUS	Add-on devices and displays are a whole market in themselves, as are laptops and printers. The mobile	IT Professional Curricula, CompTIA A+ 2009 Essentials, CompTIA		Web-Based	HHS Common	Yes

Figure 5: HHS Course Catalog Report

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intra.hhs.gov/helpdeskform.htm>